



United States Department of State

*Office of Foreign Missions  
Washington, D.C. 20520*

## NOTICE

### New Design & Expiration Date for Tax-Exemption Cards

As a result of ongoing delays, the Office of Foreign Missions' (OFM) Tax-Exempt Credit/Debit Card (TECD) Program will not be ready for full implementation by the end of this year. Therefore, all tax-exemption cards that are currently schedule to expire in December 2007 will be **automatically renewed** and reissued with an expiration date of three years from the month the existing card was issued. Therefore, the majority of the reissued cards will not expire collectively on December 31, 2010. Please note that OFM will not require the submission of a new application to facilitate the renewal of cards scheduled to expire on December 31, 2007.

Once these cards are produced, missions and organizations will receive further instructions from OFM on how and when these cards will be distributed. If there are questions or concerns with this process, please contact OFM's Tax and Customs Programs by telephone at (202) 895-3500, extension 2 or by electronic mail at [ofmtaxcustoms@state.gov](mailto:ofmtaxcustoms@state.gov).

Going forward, all tax cards not automatically renewed through this process will be valid through either the last day of the month in which the individual anticipates the termination of their assignment or 3 years, whichever is earlier.

OFM has made minor modifications to the existing design of the tax-exemption card. Most notably, the reciprocity message has been moved from the front of each card to the back. In addition, new language clarifying the authorize use of Mission Tax-Exemption Cards for official purchases has been added.

November 1, 2007